

Department of Justice

§ 17.73

withdrawn from one storage unit solely for transfer to another, or a storage unit containing such documents or materials is transferred from one place to another, the transfer may be made without remarking, provided that in all instances the notice is attached to or remains with each shipment. Items permanently withdrawn from such storage units shall be promptly remarked in accordance with this subpart.

§ 17.69 Additional warning notices.

Should the marking requirements prescribed in § 17.52 not be adequate, additional warning notices shall be prominently displayed on classified documents or materials, as applicable. In the case of documents, these warning notices shall be marked conspicuously on the outside of the front cover, or on the first page, if there is no front cover.

§ 17.70 Dissemination and reproduction notice.

Classified information that is determined by a Department originator to be subject to special dissemination or reproduction limitations, or both, shall include an appropriate statement(s) on its cover sheet or the first page of the text, substantially as follows:

"Reproduction requires approval of originator or higher Department of Justice Authority."

"Further dissemination only as directed by (Insert appropriate office or official) or higher Department of Justice authority." or "Eyes Only."

Subpart E—Safekeeping and Storage

§ 17.71 Policy.

(a) Classified information may be used, discussed, held, or stored only where there are facilities or under conditions adequate to prevent unauthorized persons from gaining access to it. The exact nature of security requirements will depend on a thorough security evaluation of local conditions and circumstances. Security requirements must permit the accomplishment of essential functions while affording selected items of information reasonable degrees of security with a minimum of

risk. The requirements specified in this regulation represent the minimum acceptable standards.

(b) Funds, weapons, medical items, or other items of intrinsic value will not be stored in containers with classified National Security Information. This restriction does not apply to valuable items which are themselves classified.

§ 17.72 Standards for storage equipment.

The General Services Administration establishes and publishes minimum uniform standards, specifications, and supply schedules for containers, vaults, alarm systems and associated security devices suitable for storage and protection of classified information and material throughout the Government. Department Order 2620.4 entitled, "Physical Security Manual for Safeguarding Classified National Security Information" contains information regarding acceptable security equipment for the physical protection of National Security Information within the Department. No other equipment to be used for the storage of classified National Security Information shall be procured without the prior approval of the Department Security Officer.

§ 17.73 Storage of classified material.

Classified material, including classified information stored on removable storage media used by typewriters, word processors or remote terminal equipment, must be protected at all times. Whenever classified material is not under the personal control of an authorized and appropriately cleared person, whether during or outside of working hours, it will be guarded or stored in a locked security container as prescribed below:

(a) *Top Secret.* Top Secret information or material shall be stored in:

(1) A safe-type steel file container having a built-in, three-position, dial-type changeable combination lock approved by the General Services Administration or a vault or secure area which meets the standards as contained in the Subject Manual cross referenced in Department Order 2620.4, or

(2) An alarmed area, provided such facilities are judged by the Department Security Officer to afford protection